EAST SCITT

DEVELOPING TEACHERS OF THE FUTURE

Quality Assurance

Approved by: Strategic committee	**Date:** 17th July 2024
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Next review due by:	

Quality Assurance policy

Aims and Values:

EAST SCITT understands and recognises the need to establish and maintain a high-quality training programme that produces excellent teachers. Our QA procedures underpin and support our drive for the highest quality training experience. Rigorous monitoring and systematic evaluation ensure the maintenance of high standards. The training programme has been designed to ensure that there is compliance with the DfE requirements for ITT providers and the Core Content Framework. Regular reviews of the training course through the QA systems ensure that compliance is maintained.

Leadership and Management:

The SCITT Director is responsible for:

- Ensuring the policy is working in practice
- Compliance with the requirements for ITT
- Development of a strategic plan which supports future compliance with the requirements for ITT
- Monitoring compliance
- Directing the work of the SCITT team to provide evidence of compliance and other QA issues.
- Providing updates to the EAST SCITT Strategic committee and EAST Trust Board on all aspects of the SCITT including financial and compliance matters and presenting SCITT policies and procedures for ratification.
- Providing updates to the Assessment & Quality Assurance sub committee on compliance
- Implementation of systems that will facilitate the collection of data as required
- Providing evidence of data collected
- Providing opportunities and evidence for benchmarking activities
- Providing updates to the Strategic committee regarding outcomes from the Assessment & QA group.

The Primary and Secondary leads are responsible for:

- Ensuring the SCITT Curriculum has encompassed the ITTECF.
- Reviewing the effectiveness of the course design through the implementation and impact on trainee's progress.
- Quality assurance of taught training sessions, impact of mentoring and trainee reflections.
- Analysis and review of evaluations of taught training sessions.
- Providing updates to the SCITT Director on compliance
- Implementation of systems that will facilitate the collection of data as required
- Providing evidence of data collected

- Providing opportunities and evidence for benchmarking activities.

Compliance

Compliance updates will be presented to the Strategic committee. Results from monitoring and evaluation will also be fed back. This will inform strategic planning.

Monitoring

The training provision has been evaluated using the DfE Initial teacher training: self-evaluation and improvement planning guidance for providers. The Self Evaluation Document is presented to the Strategic committee. The SCITT Director will maintain overall responsibility for compliance with the requirements for ITT. Monitoring will be through regular reports from the Programme Leaders. Feedback from monitoring and reports will be presented to the Assessment & QA group and Strategic committee and will be published in the minutes of its meetings.

The SCITT Team will use data collated from:

- Evaluations of training sessions from trainees
- Monitoring of trainee reflections
- Feedback from SCITT Tutor visits
- Written evidence/feedback from partner schools
- Written evidence from external sources including Ofsted reports, External Moderator report
- Data collected through analysis of trainees, applications and evaluation forms will be used to inform the planned review of this policy.

Training and Development

Training needs related arising from taught training sessions, the weekly trainee reflection, feedback from SCITT tutors, Subject Leads and mentors will be addressed by the SCITT Director and programme leads.

Procedures

Our QA procedures ensure that our strategic planning builds upon our strengths and supports the development of training provision. A self-evaluation document is produced (with input from partnership staff as appropriate) for use by the SCITT Team and is available for all Partnership schools to view.

Process for removing a partner from the partnership: In the event of a partner school breaching the partnership agreement the SCITT Director will raise a Cause for Concern Notification. This will be discussed with the head teacher concerned and an agreed action plan will be drawn up with time defined targets. In the event of those targets not being met the Strategic committee may ask the partner school to withdraw from the partnership. Other circumstances which may lead to withdrawal may include:

- Failure to comply with the terms of the agreement
- Failure to comply with quality assurance procedures

If partner school is graded inadequate following an OFSTED inspection the SCITT Director will discuss the individual cases with the Strategic committee including the Accounting Officer. Correspondence will be sent informing the partner school of the decision.

Trainee assessment and tracking:

All trainees are reviewed on a termly basis. Trainees' progress against the curriculum is monitored through the weekly trainee reflection, mentor termly reviews, lesson observations and SCITT tutor visits.

Mentors meet with trainees on a weekly basis and the dialogue feeds into the weekly trainee reflection. The weekly trainee reflection, lesson observation feedback, target setting and mentor reviews are monitored by the central SCITT team and SCITT tutors. At the end of the course, trainees are assessed against the Teachers' Standards.

To ensure trainees have met the EAST SCITT curriculum statements, ongoing formative assessment evidence is gathered from:

- The weekly trainee reflection
- Target setting
- Lesson plans
- Lesson observations
- The trainee's student marking and assessment
- The SCITT tutor visit evaluation
- Mentor reviews**.**

Quality Assurance of the Partnership

Quality assurance is key to the partnership working successfully and meeting its overall aims and vision. The SCITT tutors will visit partner schools three times a year as part of the internal quality assurance structure.

They will:

- Scrutinise the weekly trainee reflection
- Observe lessons
- Scrutinise trainee documentation
- Hold discussions with trainees and mentors to review progress
- Talk to Professional tutors/ITT Leads
- Talk to students taught by trainees
- Where appropriate, talk to faculty leads and class teachers whose lessons are being taught by a trainee.

The aim of this process is to ensure a consistency of approach within schools and a consistency of approach. It is vital that procedures are followed in terms of the Partnership Agreement and the Quality Assurance Policy. Failure to adhere to both may lead to a school being de-selected from SCITT. Results of feedback visits will be given to the SCITT Director and Programme Leads so that this forms part of SCITT's on-going self-improvement. Professional tutors/ITT Leads and subject mentors are represented in the governance structure of the SCITT.

The SCITT Director and Programme Leads will also conduct additional visits, prioritising schools which are new to the partnership. They will also join a number of SCITT tutor visits, prioritising accompanying new SCITT tutors.

Course Aspect	QA Procedure	Frequency of monitoring	Person/s Responsible	SCITT QA
Trainee progress against the EAST SCITT Curriculum	Target setting	Fortnightly	Mentor	SCITT Director, Programme Leaders, SCITT tutor, Subject Lead
	Lesson planning	Fortnightly	Mentor	SCITT Director, Programme Leaders, SCITT tutor, Subject Lead
	Mentor observations	Fortnightly	Mentor	SCITT Director, Programme Leaders, SCITT tutor, Subject Lead
	Weekly trainee reflection	Every week	Mentor	SCITT Director, Programme Leaders, SCITT tutor, Subject Lead
	Professional conduct and behaviours monitoring document	Half termly	Mentor & Professional tutor	SCITT Director, Programme Leaders
	SCITT tutor observations and visits	Termly	SCITT tutor	SCITT Director, Programme Leaders
	External Moderation	Annually	External Examiner	Findings presented to Strategic committee
Fundamental English and Maths skills	Trainees' fundamental maths skills diagnostic testing (Elevate my Maths)	Ongoing	SCITT Director and Programme Leaders	Assessment & QA Group
	Trainees' fundamental English skills ascertained through the completion of written task at interview and reflective tasks	Ongoing	SCITT Director and Programme Leaders	Assessment & QA Group

Quality of Mentoring	Mentor Training	8 training sessions per year	SCITT Director and Programme Leaders	Evaluations presented to Assessment & QA Group
	Mentor Meetings	Fortnightly	Mentor	SCITT Director, Programme Leader, SCITT tutor, Subject Lead
	Joint lesson observations	Three times a year	SCITT tutors	SCITT Director & Programme Leader
	SCITT tutor observations and visits	Termly	SCITT tutor	SCITT Director, Programme Leader
	Termly report	Three times a year	Mentor	SCITT Director & Programme Leader
	External Moderation	Annually	External Examiner	Findings presented to Assessment & QA group & Strategic committee
	Trainee Voice	Three times a year	Primary and Secondary teams	Findings presented to Strategic committee
Professional Tutors	Meetings with the trainee	Fortnightly	Professional Tutor	SCITT Director & Programme Leader
	Lesson observations	Half termly	Professional Tutor	SCITT Director & Programme Leader
Centre Based Training	SCITT Curriculum Design	Annually	SCITT Director and Programme Leader	Assessment & QA Group
	Pre-session review of training planning and materials	Weekly	SCITT Director and Programme Leader	Assessment & QA Group
	Observations of central training	Three per year	SCITT Director and Programme Leader	Assessment & QA Group

	Trainee feedback of CBT	Weekly	SCITT Director and Programme Leader	Assessment & QA Group
	On-going review of CBT and changes implemented	Monthly	SCITT Director and Programme Leader	Assessment & QA Group
	Subject Specific training	On going	SCITT Director and Programme Leader	Assessment & QA Group

School Based Training	Timetable Allocation	Termly	SCITT tutors & Programme Leaders	SCITT Director
	Trainee evaluation of placement	Twice yearly	Programme Leaders	Assessment & QA Group
	SCITT tutor visits	Three times a year	SCITT Director & Programme Leaders	Assessment & QA Group
	School visits arranged where concerns are raised or support needed.	On-going	SCITT Director & Programme Leaders	Assessment & QA Group
PGCE	Quality assurance of training materials	On-going	Programme Leaders	SCITT Director
	Internal moderation of assignment grades	Four times a year	Marking team & SCITT Director	Academic Liaison Tutor
Recruitment and Selection	Review of Recruitment Process	Annually	SCITT Director and SCITT Co-ordinator	Assessment & QA Group
	Applications	On-going	SCITT Co-ordinator and shortlisters	SCITT Director
	Qualifications	On-going	SCITT Co-ordinator	SCITT Director
	DBS	On-going	SCITT Co-ordinator	SCITT Director

	Interview Panel	On-going	Member of the SCITT team and where possible a member of staff from a partnership school, Subject Lead or SCITT tutor	Assessment & QA Group
	Safer Recruitment Training	On-going	SCITT Director	Accounting Officer
ECT's	ECT letters sent to employer	November	SCITT Co-ordinator	SCITT Director
Policies and procedures	Review of each policy	Annually	SCITT Director	Strategic committee
Leadership and Management	SED	Annually	SCITT Director	Strategic committee
	Compliance checklist	Annually	SCITT Director	Strategic committee
	External Moderation	Annually	SCITT Team	Strategic committee